



# Hiring Information

## Grand Forks County States Attorney's Office

### ASSISTANT STATE'S ATTORNEY

Grand Forks County is an Equal Opportunity Employer

#### About The Position

Grand Forks County States Attorney's Office is seeking a **full-time ASSISTANT STATE'S ATTORNEY**. Under limited supervision, assists the State's Attorney in providing legal representation for Grand Forks County involving the prosecution of criminal cases and legal representation in civil matters relating to the County and its entities. Reports to the State's Attorney.

#### Typical duties and responsibilities:

*The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth to address business needs and changing business practices.*

- Prepare legal documents and tries felony and misdemeanor criminal jury cases.
- Represent County at various community involvements, law enforcement and legal boards. Perform legal research for the county and report findings to appropriate source.
- Prepare briefs and argue appeals to North Dakota Supreme Court.
- Prepare search warrants for Narcotics Task Force.
- Represent States Attorney in his/her absence.
- Prepare, file and try civil forfeitures on seized drug money.
- Provide legal assistance to law enforcement agencies. Present educational forms to law enforcement agencies. Act as liaison for various government and law enforcement agencies.
- Draft criminal charging documents and file preparation.
- File and prepare response briefs in suppression motions.
- Represent petitioner in Juvenile Court and mental health cases as assigned, and attend Juvenile Court hearings.
- Appear in District Court for various hearings and legal matters.
- Present evidence in preliminary hearing involving felony charges.
- Performs other duties as assigned or apparent.

#### MARGINAL FUNCTIONS

Respond to visitors and telephone calls from the public regarding legal issues. Transport files to the courtroom.

**Starting Annual Rate: \$68,309**  
**Paid semi-monthly**  
**Plus an excellent benefits package**

#### To Apply

A Grand Forks County application must be completed and returned to Human Resources by **5:00 pm on November 10, 2016**.

Applicants seeking Veteran's Preference must submit form DD214 along with their application. The top 5 - 10 candidates will be granted an interview.

## Applications may be obtained from:

Grand Forks County, Human Resources  
151 South 4<sup>th</sup> Street, 1<sup>st</sup> Floor  
Grand Forks, ND 58201

Or visit our website at: [www.gfcounty.nd.gov](http://www.gfcounty.nd.gov)

**Reasonable Accommodations:** In compliance with the Americans with Disabilities Act, if you need special assistance in the selection process, please notify the Human Resources Department Office, in writing, at the time of application

### EDUCATION AND EXPERIENCE

*Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

**Education:** Completion of Juris Doctorate Degree and a North Dakota license to practice law plus 5-7 years of previous related experience required or any combination of equivalent education and experience.

**Experience:** 3+ years of litigation of civil and criminal preferred.

### QUALIFICATIONS

*The following generally describes the knowledge and ability to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.*

#### Knowledge, Skills and Abilities:

- Knowledge and experience as to a broad range of issues pertaining to the practice of law including transactional work, civil and criminal litigation, and appeals. Ability to maintain satisfactory work relationships with department heads, County employees, and the public. Ability to communicate effectively with the public, business and civic groups. Highly developed legal writing skills. Ability to present ideas and programs both orally and in writing.
- Ability to successfully pass all background and pre-employment requirements.

### PHYSICAL DEMANDS AND WORKING ENVIRONMENT

*The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.*

**Physical Abilities:** This work requires the occasional exertion of up to 10 pounds of force; work regularly requires speaking or hearing and using hands to finger, handle or feel, frequently requires standing, walking, sitting, climbing or balancing, reaching with hands and arms and repetitive motions and occasionally requires stooping, kneeling, crouching or crawling, tasting or smelling, pushing or pulling and lifting; work requires close vision, distance vision, ability to adjust focus, depth perception and color perception; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; work requires preparing and analyzing written or computer data, operating machines, operating motor vehicles or equipment and observing general surroundings and activities; work occasionally requires exposure to outdoor weather conditions; work is generally in a moderately noisy location (e.g. business office, light traffic).

**Working Environment:** Ideal working conditions; not normally exposed to unusual environmental work elements.

**Hazards:** Accidents improbable outside of minor injuries, such as abrasions, cuts, bruises; little exposure to health hazards. Has some variation in daily assignments or change in work pace and timeliness for end product.

### SUPERVISOR RESPONSIBILITIES

None.

## About The States Attorney's Office

The States Attorney's Office is responsible for prosecuting all criminal matters, as well as juvenile delinquencies, child deprivations and parental termination; providing legal service to county departments; representing petitioners in mental health commitments; administration and policy functions of the State's Attorney's office; and provide direction and training to law enforcement agencies within Grand Forks County.

## Grand Forks County Benefits

**Retirement:** Grand Forks County participates in the North Dakota Public Employees Retirement System (NDPERS) at the rate of 15.26% of your gross salary. Grand Forks County's required contribution is 7.12%. Employees' required contribution is 7%; however, Grand Forks County pays 5% of the 7%, leaving 2% required to be paid by the employee.

**Retiree Health Coverage:** Grand Forks County contributes 1.14% of your gross salary towards the Retiree Health Insurance Credit.

**Vacation & Sick:** Full-time, regular employees accrue 8 hours of vacation and sick per month.

**Holidays:** Twelve (12) paid holidays (paid at 8 hours) per year.

**Group Health Insurance:** Grand Forks County participates in the CompChoice PPO plan through Blue Cross Blue Shield of North Dakota for 2016. County pays 82% of premium costs for 2016.

**Dental & Vision Plans:** Coverage is available for employees and dependents.

**Life Insurance:** Grand Forks County provides \$3,500.00 of term life insurance.

**Pay Days:** All employees are paid twice monthly, on or before the 15<sup>th</sup> and the last working day of the month.

**Direct Deposit:** All Grand Forks County employees are required to participate in direct deposit.

**Discounts:** Employees of Grand Forks County are offered discounts at Verizon Wireless and AT&T and reduced membership fees at Choice Health & Fitness and YMCA.